

Software Configuration Management Plan Checklist

Date(s) of Assessment: _____	Project: _____
Assessor(s): _____	Document Examined: _____

		Y, N, NA	F, O	Comments
DOCUMENT STANDARDS COMPLIANCE				
1	Have standards/guidelines been identified to define the work product?			
2	Does the work product format conform to the specified standard/guideline (i.e., Template)?			
3	Has the project submitted any request for deviations or waivers to the defined work product?			
4	Have the following areas been addressed completely?			
4a	Approval authority?			
4b	Revision approval?			
4c	Revision control?			
TECHNICAL REFERENCE				
5	Have acceptance criteria been established for the work product?			
6	Are references to policies, directives, procedures, standards, and terminology provided?			
CONFIGURATION MANAGEMENT OVERVIEW				
7	Does the work product have a clearly defined purpose and scope?			
8	Are management responsibilities and authorities described in relation to the CM organization/activities?			
9	Is the organization described in relation to the CM activities?			
10	Are any external constraints/limitations placed on the CM plan by policies, directives, procedures, and standards?			

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CONFIGURATION MANAGEMENT ACTIVITIES				
11	Are the CM activities described (throughout the software life cycle)?			
12	Are configuration identification activities defined and described?			
13	Is an identification system specified?			
14	Does the identification system take into account versioning?			
15	Are all configured items uniquely identified?			
16	Are configuration change control processes defined?			
17	Are software and hardware-related baselines identified?			
18	Are software libraries, and their content, identified?			
19	Is there a description of how artifacts and baselines are to be physically placed into the appropriate libraries?			
20	Are data retention periods stated?			
21	Are disaster recovery procedures identified?			
22	Are there procedures for retrieving controlled items from the libraries (e.g., check-in/check-out procedures)?			
23	Do methods exist for requesting changes to baselined items?			
24	Do methods exist for approving or disapproving changes to the baselined items?			
25	Is a method provided for implementing changes to the baselined items?			
26	Is there a description of the configuration status accounting procedures?			
27	Are records required for CM?			
28	Are there procedures for configuration audits and reviews?			

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Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at <http://sw-assurance.gsfc.nasa.gov>.

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29	Are there procedures for controlling interfaces to configurable items?			
30	Are there procedures for controlling subcontractor and/or vendor activities?			
SOFTWARE CONFIGURATION MANAGEMENT SCHEDULES				
31	Is there a schedule for CM activities?			
32	Are dependencies (if any) noted in the CM Plan or schedule?			
33	Are key milestone dates provided?			
SOFTWARE CONFIGURATION MANAGEMENT RESOURCES				
34	Is resource information provided?			
35	Does the information include detailed tools, techniques, and equipment?			
36	Are training requirements addressed for personnel and CM activities?			
SOFTWARE CONFIGURATION MANAGEMENT PLAN MAINTENANCE				
37	Is there maintenance information regarding controlled updates to the CM Plan and associated activities throughout the life cycle?			
38	Is the review cycle/process for updating the CM plan defined?			
INFORMATION - CONCISE, COMPLETE, AND CONSISTENT				
39	Does the level of detail provided reflect a mature CM system?			
40	Do passages in the document contradict other passages in the same document?			
41	Was the document baselined prior to the Software Requirements Review?			
42	Is there evidence of documentation control?			

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REFERENCE ITEMS/ DOCUMENTS			
<i>NPR 7150.2, NASA SOFTWARE ENGINEERING REQUIREMENTS</i>			
<i>300-PG-7120.2., MISSION ASSURANCE GUIDELINE (MAG) for Tailoring to the Needs of GSFC Projects, DID 5-3: SOFTWARE CONFIGURATION MANAGEMENT PLAN</i>			
<i>IEEE STD 828, SOFTWARE CONFIGURATION MANAGEMENT PLAN</i>			
<i>GPR 1410.1, DIRECTIVE MANAGEMENT</i>			
<i>GPR 1440.7, RECORDS CONTROL</i>			
<i>CMMI/GP2.8 & GP2.9</i>			

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COMMENTS PAGE _____ **of** _____

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